Getting your invoice right

Legal requirement Essential Best practice KEY: Your company legal trading name and status (e.g. LTD/PLC) must A1 Rubber Chickens Ltd INVOICE be included as A1 Rubber Chickens Ltd well as your full Queens House postal address. Queens Rd **Invoice number** 100389 London 22/10/2015 NW2 4BY Date Including an order Order number: RC7864 number will help your customers tie Invoice to: the payment to Chickens R Us their order and Broadway House could speed up Middle Street payment. Exeter

Including an invoice number will help with record-keeping on both ends.

All invoices must contain the date they are sent.

If the invoice doesn't have the correct customer details on it then you will not be able to take legal action or enforce late payment legislation if payment isn't received.

Make it clear how you would like to be paid and include you bank details to make things simpler.

The payment due date should stand out in some way (enclosed in a box, emboldened or different coloured text) so there is no ambiguity about when the invoice should be paid.

Preferred payment method BACS

TRANSACTION DETAILS

Quantity

340

Description

Rubber chickens

Royal Midland Bank Sort Code: 18-23-94

Account: 85439855

Payment due by 21/11/2015

If you have any queries about this invoice, please contact: finance@a1rubberchickens.com or call 012 3456 7890

Late payment of this invoice will incur additional charges, as stated in our Terms & Conditions

A1 Rubber Chickens Ltd Registerec in England No. 1245 7488. Vat No GB 123456789

Include contact details for the relevant person at your company, so that any queries can be quickly resolved.

Include details of your late payment policy as per your Terms and Conditions to encourage prompt payment.

It's polite to thank your customer for their business and may encourage repeat business.

£425.00

£510.00

Thank you for your business

£85.00

EX1 3DY

Unit cost

Subtotal

VAT (20%)

TOTAL

£1.25

Amount

£425

If a company is VAT-registered, HMRC legally requires you to specify the VAT amount added to an invoice.

It is a legal requirement for a VAT-registered company to include its VAT number on any invoices it submits.